

# EMPLOYMENT VACANCY

## AMERICAN CONSULATE - MELBOURNE

POSITION TITLE: VISA CLERK - MELBOURNE	DATE: JUNE 3, 2004
	NO: VA 04-21

**POSITION:** Visa Clerk, Grade 6

**OPENING DATE:** June 3, 2004

**CLOSING DATE:** June 11, 2004

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** A\$44,625 p.a. (Starting salary)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

The US Consulate General Melbourne is seeking to employ a Visa Clerk in the Consular Section.

### **BASIC FUNCTION OF THE POSITION**

The employee performs a wide range of non-immigrant visa services, which include but are not limited to pre-screening applications, conducting CLASS/BNC name checks, issuing visas, compiling statistics, preparing correspondence and providing visa information. Assists with visa training of new entrants, WAE, TDY and external organizations when requested to do so. The incumbent reports to the Locally Engaged (LE) Supervisor of the Consular Section.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Nonimmigrant Visa Services**

Reviews and classifies non-immigrant applications received by mail, from travel agents or in person; prepares applications; conducts interviews to ascertain eligibility, checks visa classification, and ensures that the application is processed correctly for the Consular Officer's formal decision and approval. Refers the more complex cases to the Consular Officer. Performs CLASS/BNC name checks and physically prepares approved visas. Drafts visa clearance requests to the Department or other posts when assigned. Provides statistical data to the LE supervisor for the annual consular package.

Answers a variety of over-the-counter and telephone inquiries concerning non-immigrant visas and procedures, referring the more complex cases to the Consular Officer. Explains refusals to applicants. Drafts correspondence letters, memoranda and cables.

Maintains non-immigrant issuance and visa files in accordance with Department guidelines and post policy; handles disposal of non-immigrant visa records in accordance with Department's handling policy.

Responsible for logging in approved work petitions into consular section database. Informs information service provider (presently SIRIUS) for notifying recipients. Answers telephone inquiries concerning status of work petitions. Files approved work petitions in accordance with consular section guidelines.

#### **General Duties**

Acts as the Consular Section's back up cashier in the absence of the principal cashier and acts as the Alternate Class B Cashier.

Performs other general duties as assigned.

**SELECTION CRITERIA:**

***All applicants are instructed to address the Selection Criteria with specific and comprehensive examples supporting his or her claim for employment in this position.***

**Minimum Requirements for Consideration:**

1. Be 18 years of age.
2. OR applicants - must possess the required work and/or residency permits that authorize employment in Australia.
3. Possess a Year 12 Certificate or equivalent.
4. A minimum of two years office experience with demonstrated ability to deal effectively with the public.
5. Proven ability to learn complex regulations and procedures and be able to apply this theoretical knowledge in daily work situations.
6. Proven ability to work effectively under pressure; exercise good judgment and act with discretion.
7. Possess excellent interpersonal and communication skills.
8. Proficient in the use of computer packages including Windows NT and Microsoft Office suite. Ability to type at a minimum of 45 wpm.
9. Fluent in English.

**SELECTION PROCESS**

After an initial application screening, the best-qualified applications will be invited to a testing process, which will include an oral interview. Applicants must be eligible for work status under Australian Government laws and regulations. Employment will be contingent upon the favoured applicant passing a background security check and medical examination. The US Mission in Australia is an equal opportunity employer.

**TO APPLY**

Interested applicants for this position should submit the following:

1. A current resume; plus
2. A memo with examples addressing the Selection Criteria; plus
3. Any other documentation to support your application.

**SUBMIT APPLICATION TO**

Management Office  
US Consulate General  
553 St. Kilda Road  
Melbourne, VIC 3004

NOTE: Hand delivered applications will not be accepted.

**DEFINITIONS**

1. OR - Ordinarily Resident: A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

**CLOSING DATE FOR THIS POSITION: JUNE 11, 2004**